

# **SME Transact**


## **Guide to pass an endorsement**

### **Common Endorsement (2) : Add WICA Work Category Mid Term**

# Add WICA Work Category

Continued from Step 5 from the previous section.

- 6. Select the Endorsement Reason **“Work Injury Comp Job Type Categories Changed”**.
- 7. Click on “Continue”.



Close X

Endorsement Reason

Endorsement Reason \*

Please Select...

Please Select...

Sum Insured Increase

Sum Insured Decrease

Policy Section or Sub Section Added

Policy Section or Sub Section Deleted

Location Changed

Location Added

Location Deleted

Policy Period Changed

Optional Cover Added

Optional Cover Deleted

Interested Party Added

Interested Party Deleted

Change of Insured Name

Correspondence Address Changed

Work Injury Comp Job Type Categories Changed

Nature of Business Changed

Deductible Changed

Group Personal Accident Details Changed

Machinery Breakdown Details Changed

Continue



8. Under Policy Wide Sections, select **Work Injury Compensation**.

Currency: SGDPolicy History | Abort Transaction | Save and Exit

Policy Details

Insured NameABC TOYS PTE LTD

Channel IdentifierTransact Submission

Endorsement Reason \*Work Injury Comp Job Type Categories (▼)

Business Address

Block

Unit No

Street No and Name \*1 HarbourfrontWall

Building Name

Postal Code \*098585

Correspondence Address Same As Business \*

☒ Yes ☐ No

Contact Information

Contact Name \*Mr Tam

Contact Email Address

Website

Document Delivery to Insured \*Mail house/post ▼

Contact Mobile Number

Office Telephone Number

Office Facsimile Number

Policy Details

▶ Location Sections

▼ Policy Wide Sections

Machinery Breakdown

Electronic Equipment

Fidelity

Group Personal Accident

Work Injury Compensation

Inland Transit

Loss / Insurance History

Financial Interest

Premium Details

- 9. Under Industry, select the NOB where the new Job Type is to be added
- 10. Select the new Job Type to be added
- 11. Key in the number of employees to be added for the new Job Type
- 12. Key in the annual estimated wages of the new Job Type to be added

**Employee Groups**

Please provide estimates of details for employee categories

Employer's Unique Entity No. \*

123456789D

9

Industry \*

Toys and Games Wholesaling

10

Job Type \*

Warehouse Staff

11

Number of Employees \*

2

Estimated Annual Wages/ Earnings \*

36,000

12

Add Employee Group

Employer's Unique Entity No.	Industry	Job Type	Number of Employees	Estimated Annual Wages/ Earnings	Base Rate	Adjusted Rate	
123456789D	Toys and Games Wholesaling	Packers / Assembly Workers	10	144,000	0.00850	0.00850	 
123456789D	Toys and Games Wholesaling	Cleaner / Tea Lady	1	12,000	0.00250	0.00250	 

### 13. Click on “Add Employee Group”

**Employee Groups**

Please provide estimates of details for employee categories

Employer's Unique Entity No. \*

Industry \*

Job Type \*

Number of Employees \*  Estimated Annual Wages/ Earnings \*

**Add Employee Group**

Employer's Unique Entity No.	Industry	Job Type	Number of Employees	Estimated Annual Wages/ Earnings	Base Rate	Adjusted Rate		
123456789D	Toys and Games Wholesaling	Packers / Assembly Workers	10	144,000	0.00850	0.00850		
123456789D	Toys and Games Wholesaling	Cleaner / Tea Lady	1	12,000	0.00250	0.00250		

14. Click on “Premium Details” to view the premium adjustment.
15. Click on “Bind Endorsement” to bind the transaction.

Currency: SGD

Policy History | Abort Transaction | Save and Exit

Premiums

Section	Premium	Charges	Total ?
Property	0.00	<u>0.00</u>	0.00
Burglary	0.00	<u>0.00</u>	0.00
Money	0.00	<u>0.00</u>	0.00
Glass	0.00	<u>0.00</u>	0.00
Work Injury Compensation	1,205.91	<u>84.41</u>	1,290.32
Total	1,205.91	84.41	1,290.32

Comments & Files

View Endorsements

Show premium adjustments

CL Group C / Max discount 2%

Policy Details

▶ Location Sections

▶ Policy Wide Sections

Loss / Insurance History

Financial Interest

Premium Details

Bind Endorsement


## IMPORTANT ADDITIONAL NOTES : ADD IN COMMENTS FOR CASES WHICH REQUIRE REFERRAL

If referral is triggered, please click '**Comments & Files**' to add any feedback to underwriter, if any. Click '**Submit Referral**' to proceed. Once referral has been approved by underwriter, you will receive an email notification to login to issue endorsement.

Currency: SGD

Policy History | Abort Transaction | Save and Exit

Premiums

 **Warning:** This transaction will be referred to an underwriter for review. [View referral reasons.](#)

Section	Premium	Charges	Total ?
Property	0.00	<a href="#">0.00</a>	0.00
Burglary	0.00	<a href="#">0.00</a>	0.00
Money	0.00	<a href="#">0.00</a>	0.00
Glass	0.00	<a href="#">0.00</a>	0.00
Work Injury Compensation	1,205.91	<a href="#">84.41</a>	1,290.32
Total	1,205.91	84.41	1,290.32

Comments & Files

View Endorsements

Show premium adjustments

CL Group C / Max discount 2%

1. Click on Comments & Files

Policy Details

▶ Location Sections

▶ Policy Wide Sections

Loss / Insurance History

Financial Interest

Premium Details

Submit Referral

**IMPORTANT ADDITIONAL NOTES : ADD IN COMMENTS FOR CASES WHICH REQUIRE REFERRAL**

- 2. Tick the comment box which will open up a text box as below
- 3. Key in the changes that you have made in this endorsement. Be as detailed as possible.
- 4. Click “Add Comment”.
- 5. Click Continue.

CloseX

AIG

Comments And Files

Please add your comments or file below (if a referral condition does not exist, a manual referral will be created).

☐ File

☒ Comment

Comment \*

1) Sum insured for contents increased from \$50,000 to \$100,000.  
2) Public Liability limit of liability increased from \$1,000,000 to \$2,000,000)

Add Comment

Who

User Type

When

Type

Transaction Type

Details

If future transactions require underwriter review, please indicate here.

Please Select...

Show Policy List

Continue





## Quick Tip on how to use Comments & Files

- Respond to underwriter's comments and submit referral accordingly
- If the quote does not trigger referral but you would like our Underwriter to look at any specific concern, please input comments and submit referral accordingly. If you are unsure, you may call commercial hotline at 6419 1800 to clarify
- Enter exact occupation/job categories in the comment section if the Job Type selection does not fit exactly (please continue to select the closest option)
- Attach any supporting document for review
- Attach completed WICA declaration pages as a record

16. Check the box to agree on the declaration.

Complete transaction	
<p>I/We hereby declare and agree that:</p> <p>a. The applicant/insured has expressly authorised me to communicate this instruction to AIG Asia Pacific Insurance Pte. Ltd. (the "Company") on his/her/their behalf.</p> <p>b. Statement Pursuant to Section 25(5) of the Insurance Act (Cap. 142) (or any subsequent Amendments thereof):</p> <ul style="list-style-type: none"><li>i. I/We have explained to the applicant/insured that he/she/they must disclose, fully and faithfully all the facts which he/she/they ought to know in respect of the risk being proposed.</li><li>ii. I/We have explained to the applicant/insured that if there is any inaccurate, incomplete or incorrect information provided in this application, the Company may have the right to reject all claims under any insurance issued and to treat any insurance issued as void from inception.</li></ul> <p>c. I/We have explained to the applicant/insured and the applicant/insured has consented to the purposes for which his/her/their personal information is collected, used and disclosed as well as the parties to whom such personal information may be disclosed by the Company, as set out in the consent clause contained below.</p> <p><u>Consent</u></p> <p>The individual(s) agrees and consents that the Company may collect, use and process his/her/their personal information (whether obtained in this application form or otherwise obtained) and disclose such information to the following, whether in or outside of Singapore: (i) the Company's group companies; (ii) the Company's (or the Company's group companies') service providers, reinsurers, agents, distributors, business partners; (iii) brokers, his/her/their authorized agents or representatives, legal process participants and their advisors, other financial institutions; (iv) governmental/regulatory authorities, industry associations, courts, other alternative dispute resolution forums, for the purposes stated in the Company's Data Privacy Policy which include:</p> <ul style="list-style-type: none"><li>i. Processing, underwriting, administering and managing my/his/her relationship with the Company;</li><li>ii. Audit, compliance, investigation and inspection purposes and handling regulatory/governmental enquiries;</li><li>iii. Compliance with legal or regulatory obligations, risk management procedures and the Company internal policies;</li><li>iv. Managing the Company's infrastructure and business operations; and</li><li>v. Carrying out market research and analysis and satisfaction surveys.</li></ul> <p>Note: Please refer the applicant to the full version of the Company's Data Privacy Policy found at <a href="http://www.aig.com.sg/sg-privacy_1030_237853.html">http://www.aig.com.sg/sg-privacy_1030_237853.html</a> before you confirm that you have complied with the above representation and warranty.</p> <p>d. If this is a cancellation I/we confirm that I/we have explained the reason for the cancellation to the insured and I/we have explained to the insured that they have no cover under this policy from the effective date of the cancellation and the insured acknowledges and understands this.</p> <p>*</p>	<div><input checked="" type="checkbox"/></div>

17. Check on the required documents to be created for Endorsement Issuance.
18. Enter Producer and/or Client Email Address.
19. Click on “Issue Policy”

Documents

**Documents Available**

Please select the documents to be printed

☒ Endorsement Schedule

☒ Endorsement Clause Schedule

☒ Debit/Credit Note

☐ Policy Wording

☐ Producer Debit/Credit Note

☐ Certification of Insurance – Work Injury Compensation

**Please select the Endorsement Schedule Type**

☒ Full Endorsement Schedule

☐ Summary Endorsement Schedule

**Deliver via**

☒ Email

Enter Producer and/or Client Email Address

trainingproducer@aig.com

Policy Details

▶ Location Sections

▶ Policy Wide Sections

Loss / Insurance History


Financial Interest

Premium Details

Bind Endorsement

Issue Policy

20. Click “Yes, I want to issue Policy”.



### Issue Policy

Are you sure you wish to issue Policy?

Yes, I want to issue Policy

No, I don't want to issue Policy

21. Click on the link to download the pdf copy of the endorsement. A soft copy is available to be downloaded now.

Transaction Details			
Transaction Type	Renewal	First Processed By	Admin 1
Transaction Status	Bound	Last Modified By	Admin 2
Gross Premium	SGD 712.10	Last Modified Date	18/01/2022 20:58:10+0800
Effective Date	21/05/2022		
Transaction Documents			
<a href="#">Policy Documentation Package QSG22A0088048 38767111000 Printed On 18/01/2022 20:20:18+0800</a>			